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**TEST INFORMATION GUIDE**

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This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Dental Assistant** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. DENTAL / ORAL TERMINOLOGY****(12 Questions)**

Employees in this job must be familiar with basic terminology associated with the field of dentistry in order to communicate effectively with coworkers and patients. Employees also must have a general understanding of the anatomy and physiology of the human mouth. This section of the exam tests your knowledge of various dental/oral terms used in the field of dentistry. This exam section also tests your knowledge of technical terms associated with the field of dentistry. Test question topics include:

- Dental terminology such as third molars, canines, edentulous, enamel, bruxism, etc;
- Oral diseases and conditions such as plaque, gingivitis, impacted teeth, periodontal disease, etc;
- Oral pathology and biopsies.

**II. PATIENT CARE****(14 Questions)**

The primary concern of the employee in this job is centered on providing quality dental services to patients. Employees explain dental procedures to patients and gather information from patients about their dental care practices and concerns. They also instruct patients on proper dental hygiene techniques. Employees must be able to accurately assess dental situations and take appropriate action or make recommendations to the dentist regarding patient care. Employees must also be familiar with appropriate standards of patient care in the dental field. This section of the exam tests your knowledge of dental patient care and treatment concepts. Test question topics include:

- Managing patient anxiety regarding dental procedures;
- Assessing patient dental care needs using appropriate techniques;
- Reading, interpreting and maintaining patient dental records;
- Dental pain management techniques;
- Maintaining effective dental patient relations;
- Techniques and equipment used to keep the patient comfortable during dental procedures.

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### **III. INSTRUMENTS, EQUIPMENT & MATERIAL**

**(20 Questions)**

Employees in this job must be knowledgeable of a wide variety of dental instruments, equipment and materials used to provide high quality dental care to patients. Employees must be able to properly identify, operate and maintain dental instruments, and utilize or apply appropriate materials used in various dental procedures. The questions on this exam section test your knowledge of instruments, equipment, and materials commonly used in providing dental care. Test question topics include:

- Utilizing and maintaining appropriate dental tools and equipment (e.g., dental tools for cavity filling and other common dental procedures; high volume evacuation and retraction; ultrasonic cleaner; etc.);
- Dental safety and sanitation practices (e.g., passing instruments to the dentist; chair adjustment; autoclaving; disinfecting instruments; X-ray procedures; etc.);
- Dental procedure materials (e.g., amalgam alloy; gypsum products; etc.).

### **IV. RECORDS, CHARTS & REPORTS**

**(12 Questions)**

Employees in this job must have a basic understanding of the use, completion and storage of dental records, charts and reports in order to properly maintain supplies, payment records, patient records and charts. This last exam section tests your understanding of the function of records, charts and reports, record storage and retrieval procedures, and your ability to complete and understand paperwork commonly used in a dental office setting. Test question topics include:

- Maintaining patient confidentiality;
- Managing dental office filing systems;
- Reading and completing patient dental care reports and records;
- Making corrections in patient dental records as needed;
- Maintaining dental supply inventory records;
- Ordering supplies and equipment and billing for dental services;
- Understanding common components of, and abbreviations used on, prescriptions for medicine used in dental care.